VINCENT HOUSE, HORSHAM

FULL CONSTRUCTION TRAFFIC MANAGEMENT PLAN

PROJECT NO. 24/060 DOC NO. D001

DATE: MARCH 2024

VERSION: 1.0

CLIENT: THE AURORA GROUP

Aurora

Velocity Transport Planning Ltd

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1 INTRODUCTION

1.1 APPOINTMENT

1.1.1 This Full Construction Traffic Management Plan (CTMP) has been prepared by Velocity Transport Planning (VTP) on behalf of The Aurora Group to support the proposed change of use application of an existing building at Vincent House, 31 North Parade, Horsham.

1.1.2 A planning application (Ref. DC/23/1566) was submitted in August 2023 for the:

> *"Change of use from Office to Special Education Needs School. Construction of two storey link building. Construction of Multi-Use Games Area and associated landscaping."*

1.1.3 The planning application was granted in February 2024.

1.1.4 Following the Decision Notice issued by Horsham District Council (HDC), a Pre-Commencement Condition (Condition 4) was attached to the approval of planning permission, which stated:

> *"The development hereby approved shall not commence until the following construction details have been submitted to and approve in writing by the Local Planning Authority. The details shall include the following measures:*
>
> *i. Details of site management contact details and responsibilities;*
>
> *ii. A plan detailing the site logistics arrangements including:*
>
> *a) Location of site compound;*
>
> *b) Location for the loading, unloading and storage of plant and materials (including any stripped topsoil);*
>
> *c) Site offices (including location, height, size and appearance)*
>
> *d) Location of site access points for construction vehicles;*
>
> *e) Location of on-site parking.*
>
> *The construction shall thereafter be carried out in in accordance with the details and measures approved."*

1.1.5 The production of this Full CTMP therefore seeks to address the aforementioned information, to discharge Planning Condition 4.

1.2 CTMP OBJECTIVES

1.2.1 The purpose of this CTMP is to ensure that construction traffic and the movement of goods is well planned to minimise the impact of construction logistics on the local highway network and local residents in Walton-on-Thames. These impacts include:

- **Environmental impact:** lower vehicle emissions and noise levels;
- **Road risk:** improving the safety of road users;
- **Congestion:** reduced vehicle trips, particularly in peak periods; and

- **Cost:** efficient working practices and reduced deliveries.

1.2.2 The overall objectives of this CTMP are to:

- Lower emissions;
- Improve vehicle and road user safety; and
- Reduce congestion – Reduced trips overall, especially in peak periods.

1.2.3 To support the realisation of these objectives, several sub-objectives are proposed and include:

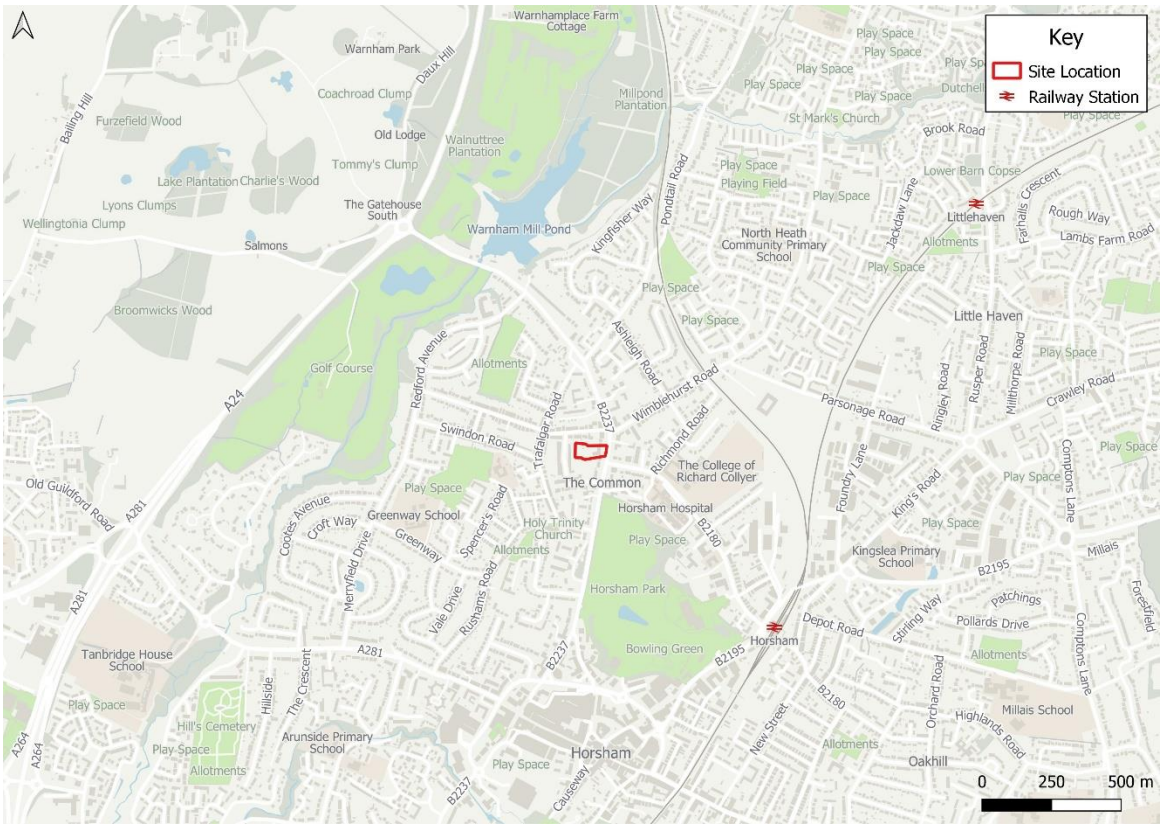
- Encouraging construction workers to travel to the Site by non-car modes;
- Promote smarter operations that reduce the need for construction travel or that reduce or eliminate trips in peak periods;
- Encouraging greater use of sustainable freight modes;
- Encouraging the use of greener vehicles;
- Managing the ongoing development and delivery of the CTMP with construction contractors;
- Communication of delivery and servicing facilities to workers and suppliers; and
- Encouraging the most efficient use of construction freight vehicles.

1.3 SITE CONTEXT

1.3.1 The Site is located on the west side of North Parade, in close proximity to Horsham Town Centre. The Site measures approximately 0.4ha and includes a two-storey building providing circa 1,050sqm (GIA) floorspace, two parking areas, and gardens. There are separate pedestrian and vehicle access points from North Parade.

1.3.2 The development proposals will provide a Special Educational Need and Disability (SEND) school for 60 pupils with 52 staff members including teaching staff plus support and administration staff. No changes to the external building are proposed. One of the existing car parking areas will be removed in order to provide a Multi-Use Games Area (MUGA). The existing points of access will be retained broadly in position with works to the internal road which will connect to the retained 21 space car park. A new turning area will be provided at the front of the building, which will be used by delivery vehicles. The children will have special educational needs and will all access the school via car/taxis or minibus.

Figure 1-1: Site Location



1.4 PROPOSED DEVELOPMENT

1.4.1 The development proposals seek a change of use of the existing building from Class E (Office use) to Class F1 to provide a SEND school for 60 pupils and 52 members of staff. The age range for the pupils will be Years 7 to 11. Staff are expected to arrive at 08:00, with pupils arriving from 08:45. The school day will commence at 09:15 and end at 15:00, with children departing from 15:15 and staff leaving in the period after. There will be no breakfast or after school clubs.

1.4.2 The vehicle and pedestrians access points will be retained largely in-line with the existing. One of the existing parking areas will be replaced with a MUGA, with the retained car park providing 21 spaces and cycle parking for up to 8 bicycles.

1.4.3 There will be minor changes to widen the existing vehicular access on North Parade in order to allow a car and a minibus to pass. The landscaping at the vehicle access including hedging and fencing will be cut back in order to improve sight lines. Any changes to the public highway would be subject to a Section 278 agreement.

1.4.4 A new automated vehicle gate is proposed to be provided, set back circa 6m within the site to allow vehicles to pull into the site off the public highway should a vehicle arrive when it is closed. The vehicle gate will be opened at the beginning of the day and closed once all pupils have been dropped off in the morning. At the end of the school day the gate will be opened for the pick-up period before being closed again overnight.

1.4.5 The internal route within the site will be a minimum of 5.5m wide in order to allow two vehicles to pass. There will be a new turning head in order to allow delivery vehicles to turn around without entering the car park at the rear.

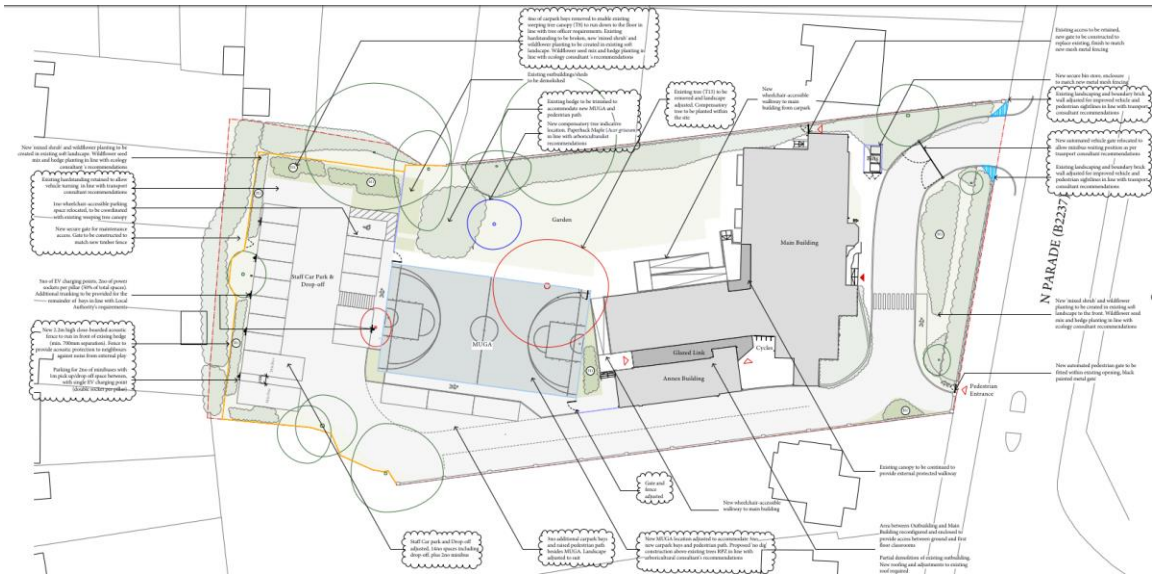
1.4.6 A footpath will connect the car park to the school building which will measure 1.8m in width. This route will be used by staff escorting pupils.

1.4.7 The potential to introduce keep clear markings on the northbound lane of North Parade outside the Site will be considered with the Council. Any modifications would require a change to the traffic management order.

1.4.8 An automated pedestrian gate will be fitted within the existing opening and will provide step-free access into the site from North Parade. A pedestrian pathway will follow the internal route and lead to small zebra crossing close to the front entrance where staff will enter the building.

1.4.9 **Figure 1-2** provides an overview of the proposed site layout, with the full proposed site layout contained within **Appendix A**.

Figure 1-2: Proposed Site Layout



1.5 DOCUMENT STRUCTURE

1.5.1 The remainder of this CTMP is structured as follows:

- **Section 2** – provides details of the existing highway network;
- **Section 3** – sets out the construction methodology;
- **Section 4** – details the strategies to reduce impact;
- **Section 5** – describes the implementation, monitoring and updating of the CTMP; and
- **Section 6** – provides the summary and conclusions to this report.

2 EXISTING HIGHWAY CONDITIONS

2.1 LOCAL HIGHWAY NETWORK

2.1.1 The Site fronts onto the B2237 North Parade which connects to the Robin Hood Roundabout (A24) to the north and to the Hop Oast Roundabout (A24) via Horsham Town Centre to the south.

2.1.2 Within the vicinity of the Site, North Parade provides two lanes in either direction including left and straight-ahead, and a separate right-turn lane. The Site lies between two sets of traffic lights. There are parking restrictions in the form of double yellow lines with no waiting restrictions in place along both sides of the carriageway adjacent the Site. North Parade is governed by a 30mph speed restriction with footways and street lighting provided on both sides of the carriageway. North Parade also benefits from good natural surveillance and active frontages.

2.1.3 North Parade and the roads within the immediate vicinity of the Site form part of Horsham's Controlled Parking Zone. North Parade, Milnwood Road, Newlands Road and West Parade of are part of Controlled Parking Zone B, which allows for permit holder parking, with restrictions in place Monday to Saturday between 10am to 12pm. Other roads nearby are also in Zone B, as well as Zone C which has restrictions in place Monday to Saturday between 2pm and 4pm.

2.1.4 The Site benefits from having good access to major roads as well as routes forming part of Strategic Road Network (SRN). To the north, North Parade becomes Warnham Road which connects to the A24 at the Robin Hood Roundabout. From here, the A24 extends to the north, connecting with the A264, which itself travels eastbound towards Junction 11 of the M23, which is part of the SRN.

2.1.5 To the south, North Parade connects to the B2237 Albion Way which then leads onto Worthing Road. Worthing Road connects with the A24 via the Hop Oast Roundabout.

2.1.6 The location of the Site in respect of the surrounding highway network, including major roads and those forming part of the SRN, is illustrated in **Figure 2-1**.

Figure 2-1: Surrounding Highway Network



3 CONSTRUCTION METHODOLOGY

3.1 INTRODUCTION

3.1.1 This section sets out the detailed construction methodology for the Site, including construction programme, vehicle access and construction vehicle trip generation.

3.2 CONSTRUCTION PROGRAMME

3.2.1 Construction works are anticipated to start in July 2024, with the build anticipated to take c. 31 weeks. It is expected construction would be completed by February 2025. The anticipated construction programme is provided in Error! Reference source not found..

Table 3-1: Construction Programme

STAGE	MONTH								
	Duration (months)	Jul 24	Aug 24	Sep 24	Oct 24	Nov 24	Dec 24	Jan 25	Feb 25
Site Set Up	1								
Internal Strip-Out	2								
Sub-structure	1								
Super-structure	2								
Façade	3								
Fit Out, Testing & Commissioning	1								

SITE SETUP

3.2.1 The site setup includes establishing the site hut and welfare accommodation and setting up the site hoarding. The following tasks are to be done during the site setup phase:

- Create a secure perimeter to limit access and protect the students/staff;
- Establish a workflow in line with health and safety rules;
- Place paperwork and documentation in order, especially related to health and safety concerns;
- Get the equipment needed for the work and staff; and
- Arrange the necessary storage and on-site measures.

3.2.2 Site setup is currently anticipated to commence in July 2024 and will be completed by the end of the month.

3.2.3 **Figure 3-1** provides an overview of the site setup layout, with the full plan contained within **Appendix B**.

Figure 3-1: Construction Site Setup



INTERNAL STRIP-OUT

3.2.4 This element of the works will involve the stripping out the existing buildings to make way for the change of layout and use.

SUB-STRUCTURE

3.2.5 This phase will involve the piling for and construction of foundations and retaining walls. Whilst there will be no basement for the scheme, there will be sub-structure works including groundworks and minor piling works and the extension of the link building. The building's foundation will be a minimal impact screw pile foundation where screw piles are mechanically 'screwed' into the ground, avoiding any percussive noise or vibration issues commonly associated with driven or Continuous flight auger (CFA) piles. Underground drainage and service ducts will also be installed prior to the construction of the building.

3.2.6 Sub-structure works are currently anticipated to commence in August 2024 can finish within the same month.

SUPER-STRUCTURE

3.2.7 The works at the super-structure phase will primarily involve the installation of the new link building's frame to form the structural skeleton comprising a network of columns and connecting structural beams.

3.2.8 Super-structure works are currently anticipated to commence in September 2024 and be completed in October 2024.

FIT OUT / FACADES

3.2.9 During internal fit-out, electrical, mechanical and plumbing installation shall take place. The external façade phase will involve attaching the cladding to the primary structure of the building.

3.2.10 These works are currently anticipated to commence in November 2024 and be completed in January 2025.

TESTING AND COMMISSIONING

3.2.11 After the fit-out of the electrical, mechanical and plumbing systems, the systems will then be tested ready for commissioning. It is also anticipated that any landscaping works will be carried out during this phase.

3.2.12 testing and commissioning works are currently anticipated to commence in February 2025 and finish within the same month.

3.3 VEHICLE ROUTING

3.3.1 As noted earlier in this report, the Site benefits from having good access to major roads as well as routes forming part of Strategic Road Network (SRN). To the north, North Parade becomes Warnham Road which connects to the A24 at the Robin Hood Roundabout. From here, the A24 extends to the north, connecting with the A264, which itself travels eastbound towards Junction 11 of the M23, which is part of the SRN.

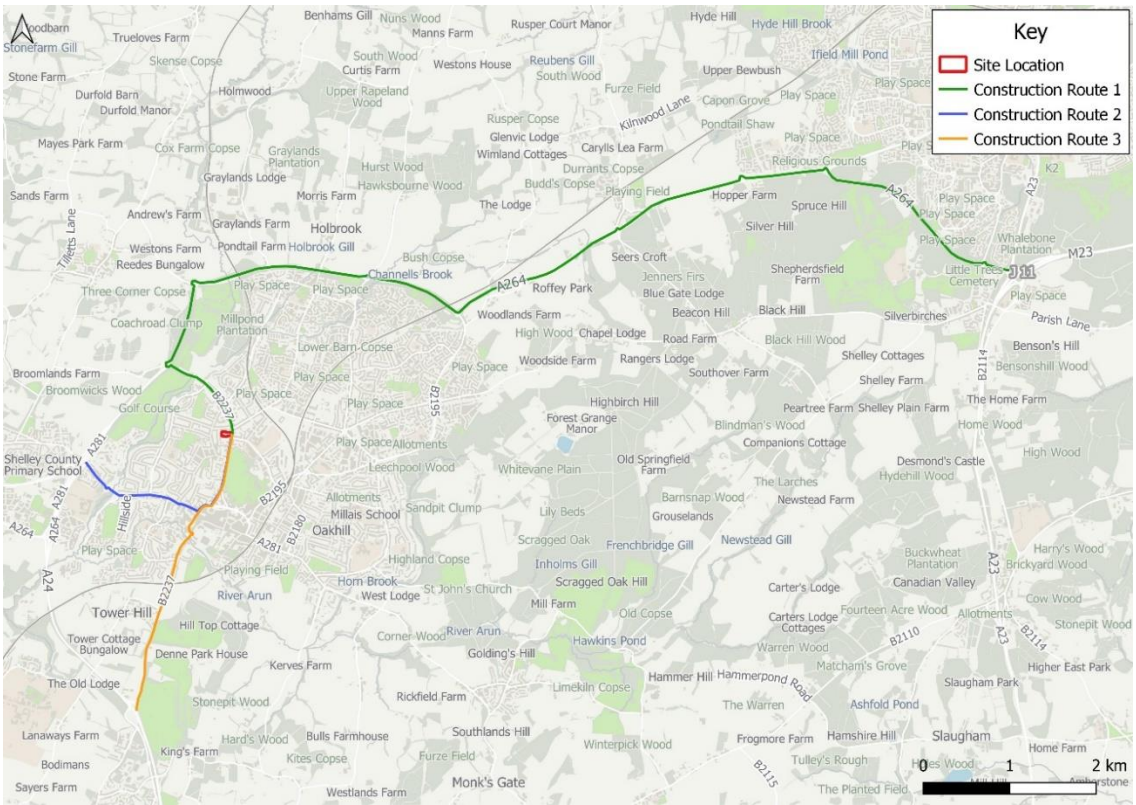
3.3.2 To the south, North Parade connects to the B2237 Albion Way which then leads onto Worthing Road. Worthing Road connects with the A24 via the Hop Oast Roundabout.

3.3.3 The routing arrangements for construction vehicles to/from the Site have been designed to minimise the impact of construction traffic on the wider highway network and the surrounding neighbourhood.

3.3.4 Construction traffic will be required to use strategic roads and limit access through the local roads as far as possible. To this end, three construction routes have been identified which access and egress the Site using the most direct routes to and from major / strategic roads.

3.3.5 The access/egress arrangements for construction vehicles accessing the Site from the local highway are shown in **Figure 3-2**.

Figure 3-2: Construction Vehicle Routing



3.3.6 The Site is near the M23 (Junction 11), the A24 and the A264 which form part of the major / strategic highway network, therefore the impact of construction vehicles on the school's surrounding residential road network is expected to be minimal. The longest part of the journey will be conducted on the motorway. In advance of construction, the sub-contractor will inspect the route, to ensure it appropriateness.

3.4 SITE ACCESS ARRANGEMENTS

3.4.1 Construction vehicles will enter and exit the Site via the existing access point from North Parade. The gates will be open during working hours and controlled by a banksman who will be stationed at a barrier checkpoint.

3.4.2 Once construction vehicles having entered the Site from North Parade, vehicles will stop to load/unload within a loading area within located within the boundary of the Site. All deliveries are expected to take place within the Site boundary as this will minimise the impact on the local highway network. At no time will a vehicle be allowed to offload in the highway, nor will they be allowed to park up on North Parade for extended periods of time.

3.4.3 The access will be staffed by a gateman trained in Site Access Traffic Marshalling. All traffic movements will be recorded for security and BREEAM/SVC as required. Vehicles coming into the Site will be escorted to the loading/unloading area by banksmen. Once loading/unloading is complete, banksmen will aid drivers to ensure they exit safely onto North Parade. Banksmen will always have the consideration of pedestrians and other road uses as their priority. The hoardings will be constructed to ensure adequate visibility splays are provided for all vehicles.

3.5 CONSTRUCTION VEHICLE ACCESS

3.5.1 A range of construction vehicles are expected to access the Site during construction, the largest of which is expected to be a 10m rigid.

3.5.2 Vehicle tracking of the largest vehicles anticipated to require access to the Site are included within **Appendix C,** which demonstrates that these vehicles will be able to manoeuvre within the Site.

3.6 VEHICLES OF SITE PERSONNEL, OPERATIVES AND VISITORS AND MATERIALS STORAGE

3.6.1 Parking for approximately staff vehicles will be provided on-site for construction personnel and this will accommodate as much parking demand as possible considering the site constraints and avoiding the risk of any contractor parking on the local network.

3.7 CONSTRUCTION VEHICLE TRIP GENERATION

3.7.1 During the peak of construction activity in August July 2024, it is estimated there will be 7 HGV movements per day, with a total of 166 HGV movements throughout the month. As the scheme progresses through the six phases of construction, the number of HGV movements will start to decline, with the predominant vehicles used in the latter stages comprising of LGVs such as Luton Vans.

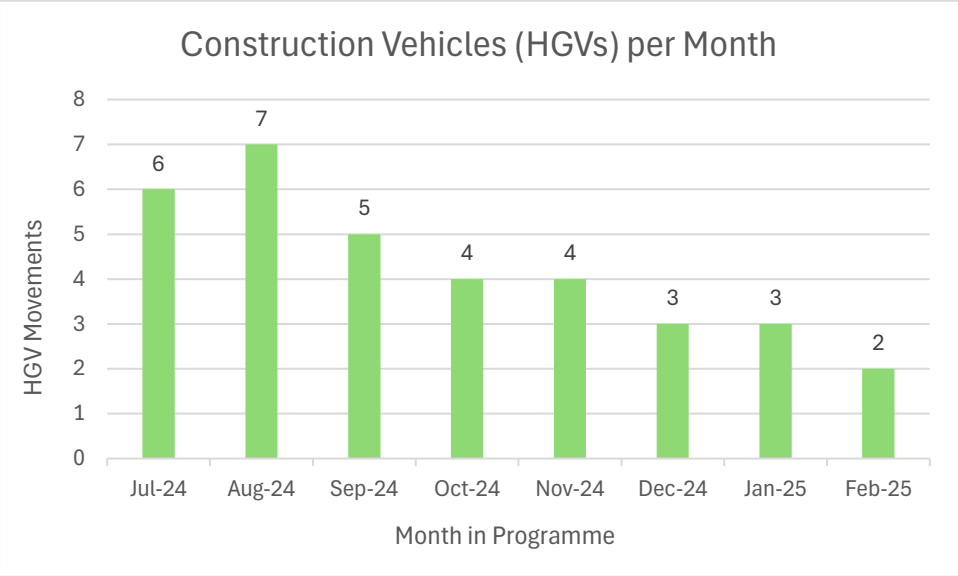
3.7.2 **Table 3-2** sets out the estimated number of HGV movements on both a monthly and daily basis. This has based on the working assumptions of 8 working hours per day, 5.5 working days per week and 4.3 weeks per month.

Table 3-2: Monthly and Daily Construction Vehicle Estimates

MONTH	TOTAL AVERAGE HGV MOVEMENTS PER MONTH	TOTAL AVERAGE HGV MOVEMENTS PER DAY
Jul-24	142	6
Aug-24	166	7
Sep-24	118	5
Oct-24	95	4
Nov-24	95	4
Dec-24	71	3
Jan-25	71	3
Feb-25	47	2

3.7.3 Figure 3-3 show the average number of HGV movements per day.

Figure 3-3: Total Average HGV Movements per Day



3.7.4 Construction vehicle trips are expected to peak during the overlap of the strip-out and sub-structure (August 2024), with 7 HGV movements a day.

3.7.5 In overall trip generation terms, compared to vehicular traffic currently generated on the immediate highway, this will be negligible, and mitigated via several measures, as discussed in **Section 4**.

4 STRATEGIES TO REDUCE IMPACT

4.1 INTRODUCTION

4.1.1 This section describes measures that can be implemented to ensure the CTMP is effective in achieving the aims of reducing environmental impact, road risk, congestion and cost.

4.2 PLANNED MEASURES

4.2.1 Several strategies and measures are planned to reduce the impacts of construction and construction traffic on the local area. The planned measures can be categorised as follows:

- Committed - Measures that will be implemented as part of the CTMP.
- Proposed - Measures that are feasible and likely to be implemented.
- Considered - Measures that are unlikely to be implemented or feasible but could be investigated or become relevant in the future.

4.2.2 **Table 4-1** summarises the planned measures for the construction of the proposed development.

Table 4-1: Construction Planned Measures

Planned Measures	Committed	Proposed	Considered
Measures Influencing Construction Vehicles and Deliveries			
Safety and environmental standards and programmes	✓		
Adherence to designated routes	✓		
Delivery scheduling	✓		
Re-timing for out of peak deliveries	✓		
Re-timing for out of hours deliveries			✓
Use of holding areas and vehicle call off areas			✓
Use of logistics and consolidation centres			✓
Measures to Encourage Sustainable Freight			
Freight by water			✓
Freight by rail			✓
Material Procurement Measures			
Design for Manufacture and Assembly and off-site manufacture			✓
Re-use of material on-site		✓	
Smart procurement		✓	
Other Measures			
Collaboration with other sites in the area			✓
Implement a Staff Travel Plan		✓	
Car Parking Management Plan		✓	

COMMITMENTS

4.2.3 The following measures are regarded as committed:

- Running the Site and surrounding hoardings to a high safety and environmental standard and to provide any necessary programmes as required;
- Ensuring all deliveries comply with the above detailed routes;
- Timing deliveries with the use of a delivery schedule;
- All deliveries are to conform to the following procedures:
    - A ‘just in time’ approach is to be employed to prevent excessive build-up of materials on-site waiting to be incorporated into the building construction; and
    - All vehicles will be required to adhere to the speed restrictions and planned routes in and out.

- A Traffic Marshal will be available on-site to coordinate deliveries and to ensure that the safety of pedestrians, cyclists and other vehicles is always ensured.

PROPOSED

4.2.4 The following measures are identified as proposed:

- Reuse of material on-site;
- Smart procurement;
- Staff Travel Plan; and
- Car Parking Management Plan

CONSIDERED

4.2.5 The following measures have been considered, however, given the scale and location of the development, they are unlikely to be required:

- Retiming for out-of-hours deliveries;
- Use of holding areas and vehicle call off areas;
- Use of logistics and consolidation centres;
- Freight by water and rail;
- Design for Manufacture and Assembly and off-site manufacture; and
- Collaboration with other sites in the area.

4.3 CLOCS AND FORS

4.3.1 The CLOCS (Construction Logistics and Community Safety) standard will be signed up to, which will ensure that the construction contractor (as well as suppliers and sub-contractors) follow safe practices in the management of their operations, vehicles, drivers and construction sites.

4.3.2 All construction vehicle operators will be required, where possible, to be accredited in line with the Fleet Operator Recognition Scheme (FORS). FORS accreditation confirms that a fleet operator can demonstrate that appropriate systems and policies exist to ensure drivers are suitably fit, qualified and licenced to operate vehicles which are properly maintained, equipped and insured. It is a mechanism by which adherence to the CLOCS standard can be assured and monitored.

4.4 ADHERENCE TO DESIGNATED ROUTES

4.4.1 Vehicles will only access the Site using the access routes set out within this document. A detailed review has been undertaken to ensure any potential impacts, conflicts and hazards have been considered. This includes a review of junctions and parts of the routes of potential concern.

4.4.2 A copy of the route plan will be given to all suppliers when orders are placed to ensure drivers are fully briefed on the required route to take. The supplier will be aware that these routes must always be followed unless agreed upon or alternate diversions are in place.

4.4.3 No construction vehicles will be allowed to travel off the identified access and egress routes, and no waiting will be permitted on the access or egress routes. We recognise that residents along the routes are often best placed to advise us if drivers are not complying with these requirements. Residents will be able to contact the Site Manager to report any non-compliance. For a first offence, suppliers will be reminded of the Site access route requirements. For a second offence, suppliers will have a 5% proportion of their load fee withheld. For a third offence, suppliers will be replaced.

4.5 CONSTRUCTION DELIVERIES

4.5.1 A delivery scheduling system is planned to allow for the control and management of the timings of deliveries. Booking availability will be determined by unloading space available and activities on-site, so will be managed carefully to minimise impacts on the local transport network. A comprehensive daily logistics schedule will be maintained, and unauthorised deliveries will be turned away until the approved procedure has been followed.

4.5.2 Construction staff on-site will be prepared for the arrival of all vehicles to prevent vehicles from needing to wait on the public highway. Deliveries will be made 'just in time' to minimise the amount of space required on-site for construction materials. Hard copies of daily delivery schedules will be displayed at prominent locations e.g. provided at the gate/offloading points, at hoists and issued to drivers, forklift drivers and any other materials handling equipment operators, all of whom need to be in constant radio communication with one another. All radio users will be trained on correct radio procedures and protocols.

4.5.3 The project shall adopt a 'just-in-time' (JIT) system to:

- Eliminate waste, including time lost waiting for missed/delayed supplies.
- Eliminate unnecessary storage and the value tied-up in large stocks of parts waiting for assembly.
- Eliminate overtime and ensure deliveries are within project delivery hours.
- Control the number of vehicles arriving on-site at one time.
- Reduce carbon footprint.

4.5.4 All deliveries shall be planned in advance and booked in with the appointed Logistics Manager. No loading or unloading of plant or materials will be undertaken from the public highway, neither shall any plant or materials be stored on the carriageway.

4.5.5 Any deliveries which arrive on-site that have not been booked in advance will be refused to load/unload. All subcontractors engaged on the project shall be contractually obligated to adopt the same principles and systems.

4.6 VEHICLE CLEANING

4.6.1 To prevent the contamination of the local roads, a jet wheel wash facility will be positioned within the Site to ensure that, as far as possible, all vehicles (wheels and undercarriage) are clear of loose dirt and mud. All vehicles will be inspected by a Traffic Marshal before being authorised to exit the Site.

4.7 CONSTRUCTION PERSONNEL

4.7.1 During construction, welfare facilities be provided on-site to minimise the need for travel off-site during the day through the use of portacabins.

4.7.2 This will include lockers for on-site operatives to allow storage of tools to discourage any construction workers that stay locally during the week from needing to travel by van each day and to encourage the potential for car sharing where practical amongst the workforce.

4.7.3 All construction staff will be given a site induction.

4.7.4 For site personnel, temporary vehicle parking will be provided within the Site. No parking on the public highway will be permitted.

4.8 CONSTRUCTION OPERATING HOURS

4.8.1 Construction activities on-site are proposed to be limited to:

- Monday – Friday: 08:00 – 18:00.
- Saturday: 08:00 – 13:00.
- Sundays/Bank Holidays: no construction activity.

4.8.2 There may, however, be occasions when heavy/wide loads will need to be delivered or removed from the Site.

4.8.3 No HGV movements to/from the Site will be allowed to take place during peak pick-up/drop-off periods i.e. 08:00 – 09:00 and 15:30 – 16:30.

4.8.4 The contractor will work to further minimise the impact of construction HGVs, LGVs and the construction workforce through careful coordination of arrivals and departures.

4.9 PUBLIC HIGHWAY AND FOOTWAYS

4.9.1 The public highway and local footpaths will be safeguarded against damage by:

- Scaffolding for construction works (should this be required) should be erected and fully encapsulated in fire resistant Monarflex sheeting.
- Any vehicle removing loose rubbish or debris from the site will have the load fully sheeted hence safeguarding against any debris falling onto the road.

4.9.2 In addition, it is not envisaged that the highway will be used for storage or welfare facilities.

4.9.3 The site access point should allow all vehicles to enter the site in a forward direction. In the event that HGVs are required to reverse, a marshal will be in attendance at all times. As set out within the Health and Safety Executive (HSE) guidance, the marshal/banksmen directing vehicle movements will be trained and authorised to do so. In addition, a sufficient-sized turning circle will be provided within the Site where practicable so that vehicles can turn without reversing.

4.10 ON-SITE SPEED LIMIT AND SIGNAGE

4.10.1 Construction vehicles will be required to display their hazard lights when entering the site. No reversing should take place without a Traffic Marshall or Banksman. A speed limit of 5mph will be observed this when entering and exiting the site.

4.10.2 Adequate signage will be displayed directing traffic to/from the Site as shown in **Figure 4-1**.

Figure 4-1: On-Site Signage to Manage Construction Vehicle Speeds and Alert Drivers to the Presence of Pedestrians



5 IMPLEMENTATION, MONITORING AND UPDATING

5.1 INTRODUCTION

5.1.1 The implementation, monitoring and updating of the CTMP's procedures are to be the responsibility of the Project Manager and their Project Team on-site.

5.2 IMPLEMENTATION

5.2.1 This Full CTMP will be issued to Horsham District Council (HDC), to discharge Pre-Commencement Condition 4.

5.2.2 The local community will be notified by the contractor close to the start of construction in line with the Considerate Constructors best practice to identify contacts for residents for any concerns about construction activity and traffic.

5.2.3 The Principal Contractor will be responsible for implementing this CTMP. It is expected that a Contractor and Driver Handbook or equivalent would be used to distribute information which makes sure that all contractors are aware of their obligations.

5.2.4 The key measures identified to manage and control the impacts of construction traffic are expected to be:

- Commitment for CLOCS/FORS accreditation;
- Use of delivery scheduling systems; and
- Designated construction traffic routes ensuring all HGVs use appropriate strategic roads.

5.3 MONITORING

5.3.1 Data sharing remains a key principle for the success and continuous improvement of construction. A list of items will be agreed upon, and specific data will be disseminated. This is expected to include:

- Compliance:
  - FORS compliance;
  - Routing compliance; and
  - A small level of on-site parking for site personnel.
- Data from the delivery scheduling system and the recorded log of vehicle movements to the Site:
  - Vehicle type and size; and
  - Duration on-site.
- Safety issues, including any injuries or near misses; and
- Breaches and complaints.

5.4 UPDATING

5.4.1 The CTMP will be an evolving document to account for any changes to the construction strategy and incorporate monitoring results and any consequent changes. It will be reviewed internally monthly and/or at any time there is a significant change in the construction process. This will ensure that the document remains relative to the realities of the Site at any point in time.

5.4.2 The CTMP will be kept on-site and updated by the Principal Contractor in consultation with WSCC.

5.5 DOCUMENT CONTROL

5.5.1 Amendments to this CTMP are approved by the Project Manager and authorised for distribution to all holders of controlled copies.

5.5.2 This CTMP will be the subject of regular review and update given the information that is available at the time. Where any changes are to be made to this document, copies of the updated document will be submitted for review by stakeholders, WSCC and client teams to ensure all parties are fully aware to facilitate feedback and third-party engagement.

5.5.3 It is proposed that the CTMP and associated methodologies are reviewed in meetings with WSCC every 2-3 months to discuss progress and compliance.

6 SUMMARY AND CONCLUSIONS

6.1.1 This Full Construction Traffic Management Plan (CTMP) has been prepared by Velocity Transport Planning (VTP) on behalf of The Aurora Group to support the proposed change of use application of an existing building at Vincent House, 31 North Parade, Horsham.

6.1.2 A planning application (Ref. DC/23/1566) was submitted in August 2023 for the:

> *"Change of use from Office to Special Education Needs School. Construction of two storey link building. Construction of Multi-Use Games Area and associated landscaping."*

6.1.3 The purpose of this CTMP is to ensure that construction traffic and the movement of goods is well planned to minimise the impact of construction logistics on the local highway network and local residents in Walton-on-Thames. These impacts include:

- **Environmental impact:** lower vehicle emissions and noise levels;
- **Road risk:** improving the safety of road users;
- **Congestion:** reduced vehicle trips, particularly in peak periods; and
- **Cost:** efficient working practices and reduced deliveries.

6.1.4 This CTMP has identified that:

- The Site benefits from a location that is well connected to major roads and routes forming part of the Strategic Road Network, allowing construction vehicles to access and egress the Site in a manner which would minimise the impact on local residents, vulnerable road users and the local highway network.
- The construction vehicle trip generation associated with the development proposals is expected to generate a peak of 7 vehicles per day, translating to 166 movements during the peak month of August 2024. This vehicle trip generation is not expected to result in a material impact on the local highway network, due to the existing conditions of the surrounding roads and the proximity to major roads.
- A number of measures have been identified to assist with mitigating the impacts the construction period. This have been categorised by considered, proposed and committed. These have been considered within the context of the development proposals and the location of the Site, to ensure that any committed measures are feasible and realistic.

APPENDIX A

PROPOSED SITE LAYOUT

General Notes:
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Unless noted otherwise all dimensions are in millimeters.
All dimensions to be checked on site.
These drawings are not for construction.
Drawings to be read in conjunction with Architectural Specification and Schedules, Fire Strategy and the Design Risk Register.
Drawings to be read in conjunction with all relevant Consultants' information and manufacturer's guidelines.
Discrepancies must be reported before proceeding.
Airtightness, damp proofing and weatherproofing are the responsibility of the Contractor unless stated otherwise.
Membranes may not be shown at this scale, for the graphic clarity of the drawing, refer to Architectural Specification for further detail.
Indicative furniture shown for illustrative purposes, subject to Client confirmation.
If in doubt, ask.

0m 2.5m 5m 10m

N

Key:

- Site Boundary
- New 2.1m high secure mesh metal perimeter fencing
- New 3m high MUGA sports metal fencing
- New 2.2m high Close-boarded acoustic timber fence
- Existing/extended porous asphalt surfacing
- Soft landscaping (as existing)
- New soft landscaping
- Planting / hedging (as existing)
- Existing Building
- Proposed Building
- H1 New planting/hedging in line with ecology consultant's recommendations
- Existing trees (retained)
- Existing trees (removed)
- New proposed tree
- 2 x 2m pedestrian intervisibility envelope to be kept clear in line with transport consultant recommendations

4no of carpark bays removed to enable existing weeping tree canopy (T8) to run down to the floor in line with tree officer requirements. Existing hardstanding to be broken, new 'mixed shrub' and wildflower planting to be created in existing soft landscape. Wildflower seed mix and hedge planting in line with ecology consultant 's recommendations

Existing outbuildings/sheds to be demolished

Existing hedge to be trimmed to accommodate new MUGA and pedestrian path

New compensatory tree indicative location. Paperback Maple (*Acer griseum*) in line with arboriculturalist recommendations

Existing tree (T13) to be removed and landscape adjusted. Compensatory tree to be planted within the site

New wheelchair-accessible walkway to main building from carpark

Existing access to be retained, new gate to be constructed to replace existing, finish to match new mesh metal fencing

New secure bin store, enclosure to match new metal mesh fencing

Existing landscaping and boundary brick wall adjusted for improved vehicle and pedestrian sightlines in line with trasnport consultant recommendations

New automated vehicle gate relocated to allow minibus waiting position as per trasnport consultant recommendations

Existing landscaping and boundary brick wall adjusted for improved vehicle and pedestrian sightlines in line with trasnport consultant recommendations

New 'mixed shrub' and wildflower planting to be created in existing soft landscape to the front. Wildflower seed mix and hedge planting in line with ecology consultant recommendations

New automated pedestrian gate to be fitted within existing opening, black painted metal gate

New 'mixed shrub' and wildflower planting to be created in existing soft landscape to the front. Wildflower seed mix and hedge planting in line with ecology consultant 's recommendations

Existing hardstanding retained to allow vehicle turning in line with transport consultant recommendations

1no wheelchair-accessible parking space relocated, to be coordinated with existing weeping tree canopy

New secure gate for maintenance access. Gate to be constructed to match new timber fence

5no of EV charging points, 2no of power sockets per pillar (50% of total spaces). Additional trunking to be provided for the remainder of bays in line with Local Authority's requirements

New 2.2m high close-boarded acoustic fence to run in front of exising hedge (min. 700mm separation). Fence to provide acoustic protection to neighbours against noise from external play

Parking for 2no of minibuses with 1m pick up/drop off space between, with single EV charging point (double socket per pillar)

Garden

Staff Car Park & Drop-off

MUGA

Main Building

Glazed Link

Annex Building

Cycles

Bins

Minibus

1000

Minibus

N PARADE (B2237)

Pedestrian Entrance

Existing canopy to be continued to provide external protected walkway

Gate and fence adjusted

New wheelchair-accessible walkway to main building

Staff Car park and Drop-off adjusted, 14no spaces including drop-off, plus 2no minibus

3no additional carpark bays and raised pedestrian path besides MUGA. Landscape adjusted to suit

New MUGA location adjusted to accommodate 3no new carpark bays and pedestrian path. Proposed 'no dig' construction above existing trees RPZ in line with arboricultural consultant's recommendations

Area between Outbuilding and Main Building reconfigured and enclosed to provide access between ground and first floor classrooms

Partial demolition of existing outbuilding. New roofing and adjustments to existing roof required

Note:
Proprietary 'no dig' construction to all hardstanding areas above existing trees root protection zones.

To be read in conjunction with transport consultant's (TTP Consulting) Transport Statement and Vehicle Tracking.

To be read in conjunction with ecology consultant's (SLR Consulting) Preliminary Ecological Appraisal & Biodiversity Enhancement Strategy for Protected and Priority Species

To be read in conjunction with arboriculturalist's (SLR Consulting) Arboricultural Report, Tree Survey & Tree Protection Plan

Rev.	Date	Description
01	25-10-2023	Adjustments to entrance, fence & carpark

e-gg
112 Finsbury Business Centre
40 Bowling Green Lane, London
EC1R 0NE
studio@e-gg.co.uk

Client
The Aurora Group

Project Name
Aurora Vincent House

Drawing
Proposed Site Plan

Job No.	Dwg No.	Revision
094	P-006	02
Status	Scale	Issue Date
Planning	1:200 @A1	14-08-23

COLOUR DRAWING

APPENDIX B

CONSTRUCTION SITE LAYOUT

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Indicative furniture shown for illustrative purposes, subject to Client confirmation.
If in doubt, ask.

0m 5m 10m

N

Key:

- Site Boundary
- Secure Fenceline

Fenceline in accordance with Tree Protection Plan, refer to SLR info

Fenceline in accordance with Tree Protection Plan, refer to SLR info

Heras fencing gate behind existing vehicle gate

Vehicle Entrance

Fenceline in accordance with Tree Protection Plan, refer to SLR info

Shed

Shed

Shed

Car Parking

Shed

Waste

Material Storage

Main Building

Welfare

Cycles

Annex Building

N PARADE (B2237)

Pedestrian Entrance

Site office & welfare facilities in GF of main building

01 Site Compound Plan

Rev.	Date	Description

e-gg
112 Finsbury Business Centre
40 Bowling Green Lane, London
EC1R 0NE
studio@e-gg.co.uk

Client
The Aurora Group

Project Name
Aurora Vincent House

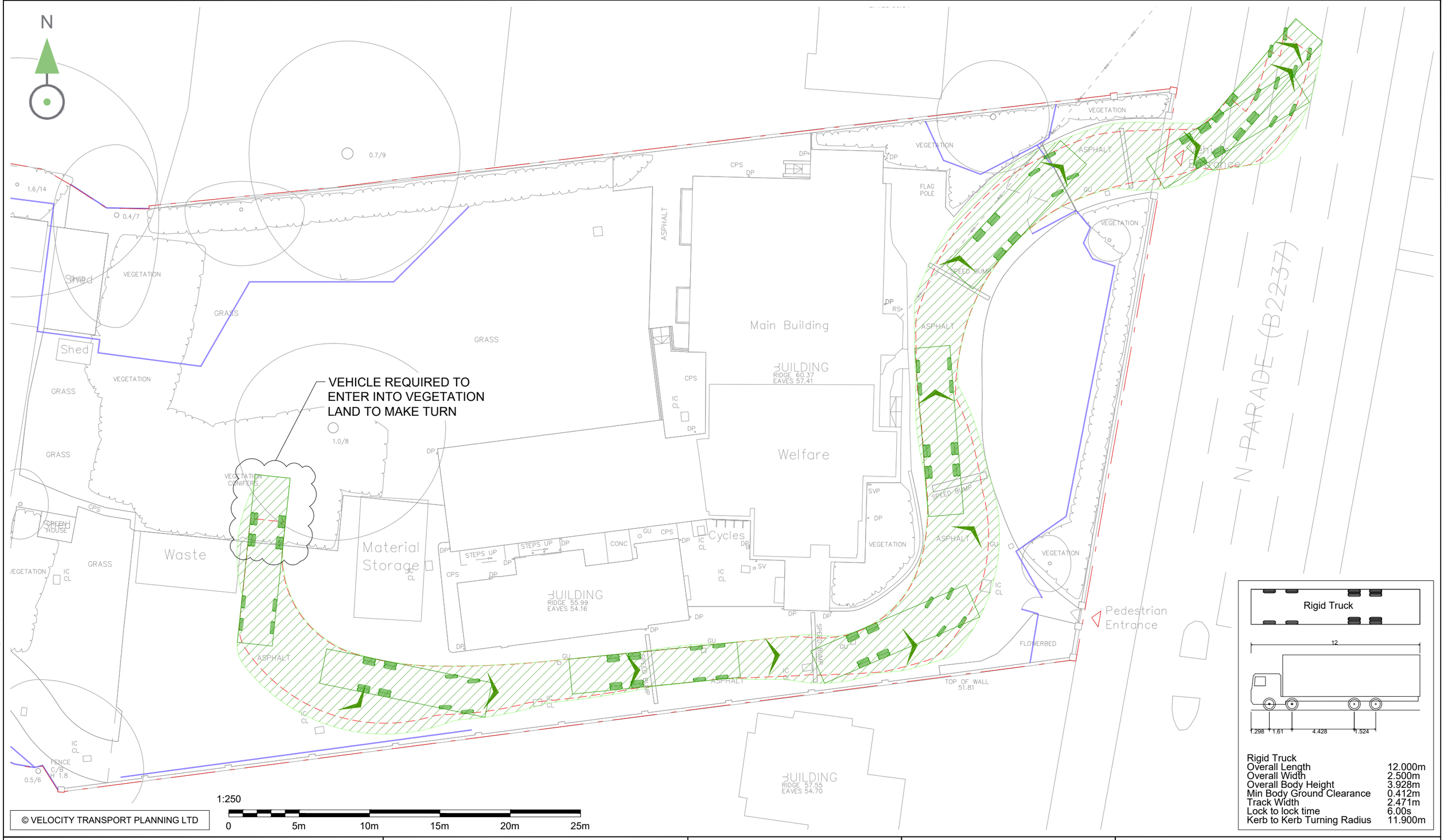
Drawing
Site Compound As Proposed

Job No.	Dwg No.	Revision
094	SK-013	-
Status	Scale	Issue Date
Planning	1:200 @A1	08-04-24

COLOUR DRAWING

APPENDIX C

CONSTRUCTION VEHICLE TRACKING



Rigid Truck	
Overall Length	12.000m
Overall Width	2.500m
Overall Body Height	3.928m
Min Body Ground Clearance	0.412m
Track Width	2.471m
Lock to lock time	6.00s
Kerb to Kerb Turning Radius	11.900m

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Rev	Date	Description	Drn	Chk	App
A	19/03/24	FIRST ISSUE	TC	MK	DH

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5. THIS DRAWING IS BASED ON E-GG ARCHITECTS DRAWING NUMBER 094-SK-013-00.

VELOCITY

Drawing Status: S2 - FOR INFORMATION

Project Title: VINCENT HOUSE

Client: Aurora

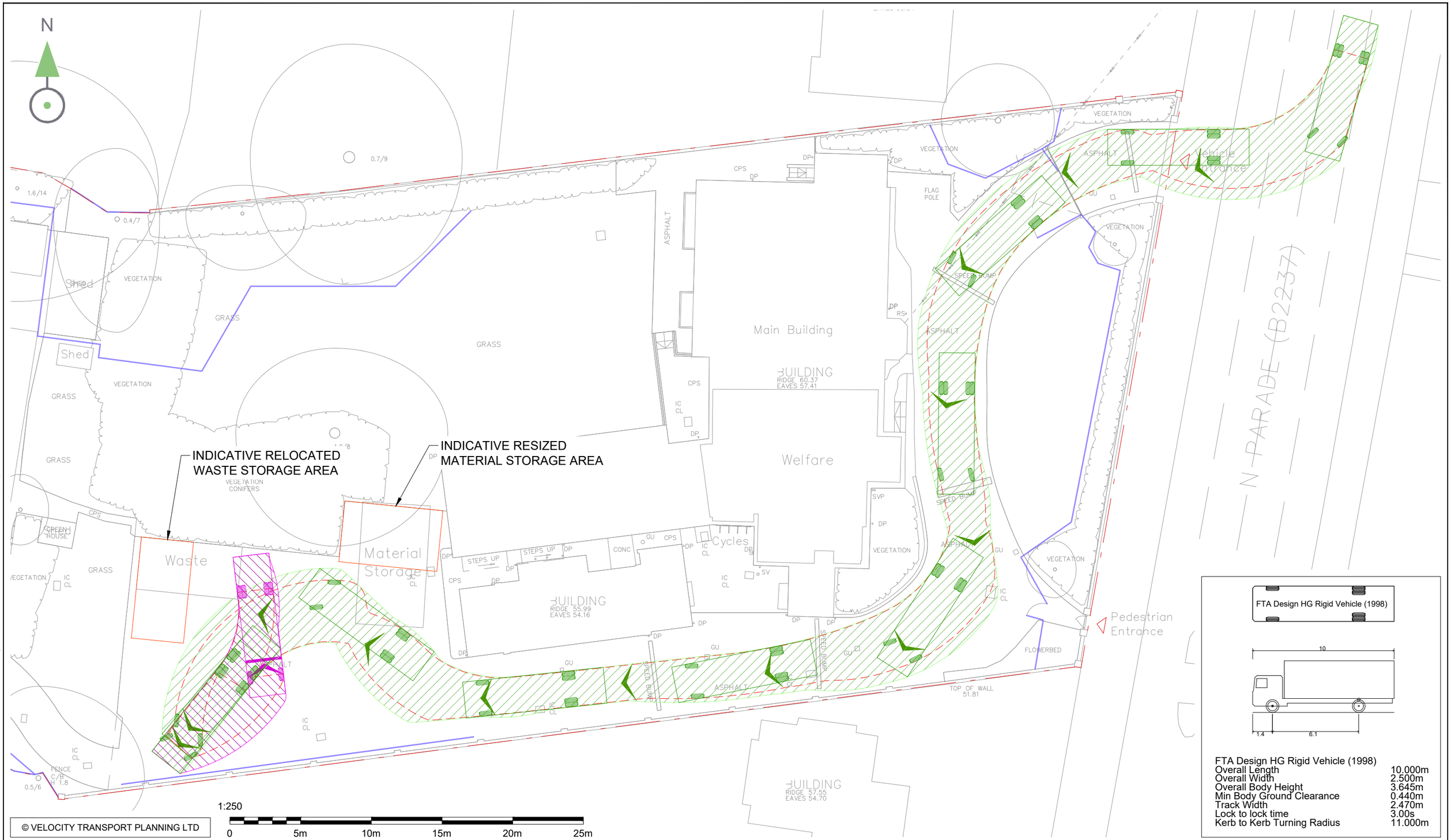
Drawing Title: SWEPT PATH ANALYSIS OF A 12m LOW LOADER EXITING THE SITE

Scale @ A3	Date	Designed/Drawn	Checked	Approved
1:250	19/03/24	TC	MK	DH

Architect: E-GG

Project Ref	Drawing Number	Rev
24-060	24-060-T-002	A

P:\0-24\24-060 Vincent House\02 TECHNICAL\B DWGS\I. CAD\DWGS\24-060-001-002.dwg (002) Plotted on: Mar 19, 2024 - 3:07pm by TCatton



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FTA Design HG Rigid Vehicle (1998)

Overall Length	10.000m
Overall Width	2.500m
Overall Body Height	3.645m
Min Body Ground Clearance	0.440m
Track Width	2.470m
Lock to lock time	3.00s
Kerb to Kerb Turning Radius	11.000m

Rev	Date	Description	Drn	Chk	App
A	19/03/24	FIRST ISSUE	TC	MK	DH

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VELOCITY

Drawing Status: S2 - FOR INFORMATION

Client: Aurora

Architect: E-GG

Project Title: VINCENT HOUSE

Drawing Title: SWEPT PATH ANALYSIS OF A 10m RIGID VEHICLE ENTERING THE SITE

Scale @ A3	Date	Designed/Drawn	Checked	Approved
1:250	19/03/24	TC	MK	DH

Project Ref	Drawing Number	Rev
24-060	24-060-T-003	A

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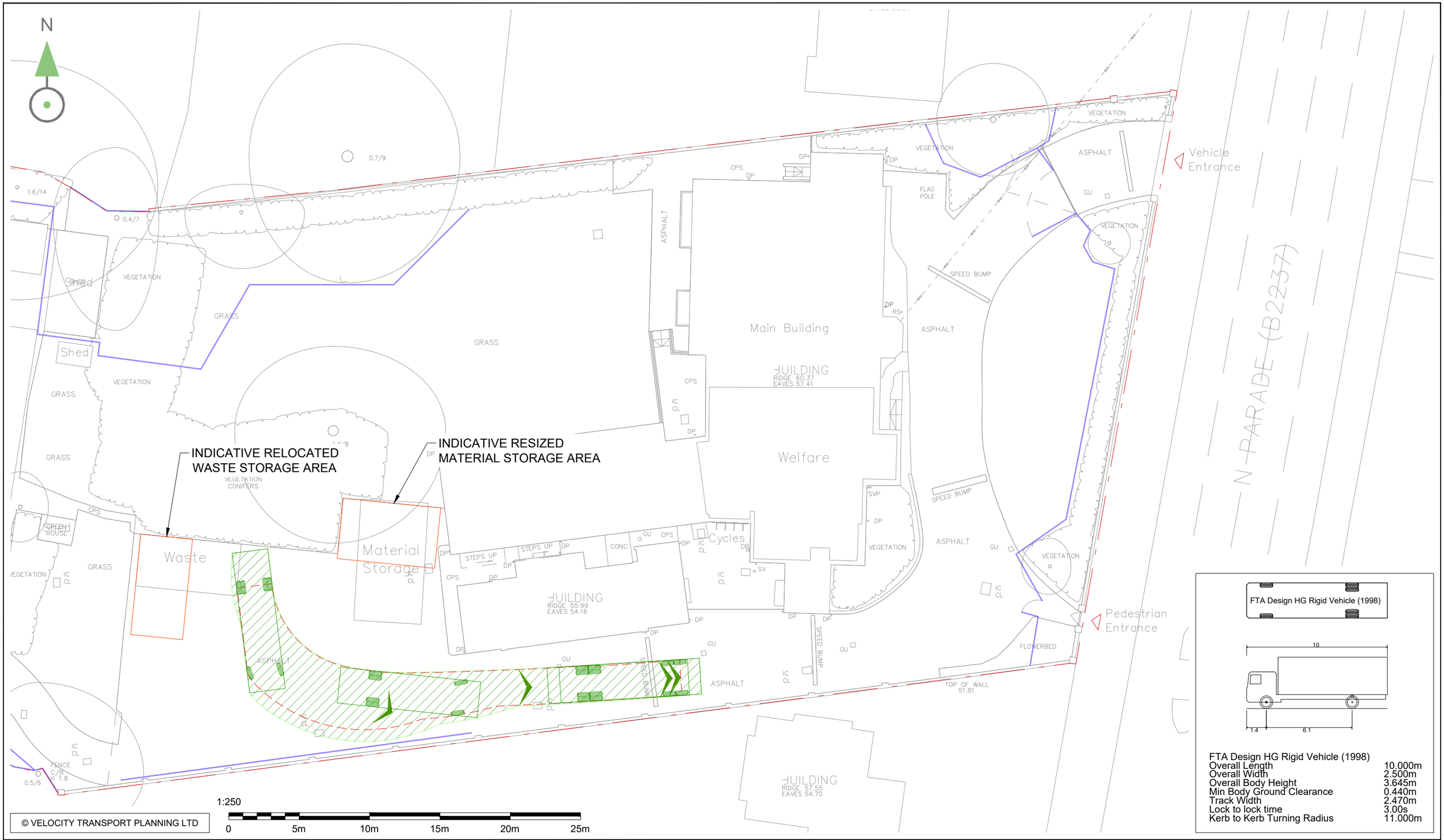

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Rev	Date	Description	Drn	Chk	App
A	19/03/24	FIRST ISSUE	TC	MK	DH

VELOCITY

Drawing Status: S2 - FOR INFORMATION

Client: Aurora

Architect: E-GG

Project Title: VINCENT HOUSE

Drawing Title: SWEPT PATH ANALYSIS OF A 10m RIGID VEHICLE EXITING THE SITE

Scale @ A3	Date	Designed/Drawn	Checked	Approved
1:250	19/03/24	TC	MK	DH

Project Ref	Drawing Number	Rev
24-060	24-060-T-004	A

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N

VEHICLE REQUIRED TO ENTER INTO VEGETATION LAND TO MAKE TURN

Main Building

Welfare

Cycles

Waste

Material Storage

Shed

Shed

GREEN HOUSE

Vehicle Entrance

Pedestrian Entrance

VEGETATION

GRASS

ASPHALT

FLAG POLE

SPEED BUMP

FLOWERBED

FENCE C/B H 1.8

TOP OF WALL 51.81

BUILDING RIDGE 60.37 EAVES 57.41

BUILDING RIDGE 55.99 EAVES 54.16

BUILDING RIDGE 57.55 EAVES 54.70

0.7/9

1.6/14

0.4/7

1.0/8

0.5/6

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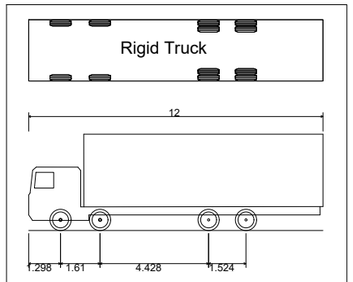
1:250

0 5m 10m 15m 20m 25m



Rigid Truck	
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Rev	Date	Description	Drn	Chk	App
A	19/03/24	FIRST ISSUE	TC	MK	DH

Drawing Status: S2 - FOR INFORMATION

Client: Aurora

Architect: E-GG

Project Title: VINCENT HOUSE

Drawing Title: SWEPT PATH ANALYSIS OF A 12m LOW LOADER ENTERING THE SITE

Scale @ A3	Date	Designed/Drawn	Checked	Approved
1:250	19/03/24	TC	MK	DH

Project Ref	Drawing Number	Rev
24-060	24-060-T-001	A

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